

~~CONFIDENTIAL~~

Bi-Weekly Report Ending 19 February 1962
from
FORMS ADMINISTRATION

LB
2/23/62

1. Contributions

a. Tangible

- (1) Approved 3 new and 7 revised forms.

b. Intangible

- (1) Prepared tentative draft of report for a Paperwork Improvement Project on "Standardizing on Improved Means for Attaching Security Check Sheet Forms to Safes, Vault Doors and Desk-Safes." This report, when released, will be disseminated by GSA for the information of all Government Departments and Agencies. [] 25X1
- (2) Have prepared narrative material for insertion in the Support Bulletin on the recently revised "Security Check Sheet," Form No. 108, and the new magnetic "Check Sheet Holder". It is proposed that illustrative material be prepared to go along with the narrative to be presented in the Support Bulletin. [] 25X1
- (3) Arrangements being made to designate a Field Station on a test area for a new overseas cable form. [] 25X1
- (4) Prepared memorandum to Chief, Special Procurement Branch giving facts and figures for discussing reparation with the manufacturer on 100,000 Information Report Forms. [] 25X1
- (5) On February 13, with [] met with [] Chief, Management Engineer Division, and [] Chief, Paper Work Management, NSA, to discuss our respective Records Management Programs. [] 25X1
25X1
25X1

c. News

- (1) [] since Monday of last week, has been attending the continuous all day session of the Records Management Seminar at National Archives. 25X1
- (2) The number of currently active CIA forms being used is 1569. The number of other agency forms being used is 208. The combined total is 1777 active forms. 25X1